



Job Title: Library Media Specialist

Reports To: Building Principal
Number of Days: Teachers' Schedule
Security Access: Building Site
Current Date: September 10, 2013
Overtime Status: Exempt

Job Objectives: Provides instruction in and access to library information resources and programs for students, staff and the entire school community.

Minimum Qualifications:

- Masters in accredited college-level library program

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The library media specialist provides access to information and resources for all students, staff and community users.
- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need; organizes and manages the library media facility in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information.
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.
- Communicates library media program needs to the administration.
- The library media specialist acts as a consultant to coordinate student learning experiences with school, district and outside resources.
- Participates in department, grade-level, school, and district curriculum development and assessment projects.
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.

- Plans cooperatively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource based units and activities.
- Provides leadership in assessing, evaluating and implementing information and instructional technologies.
- Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.
- The library media specialist is an integral part of the instructional team. She/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language is valued.
- Teaches information skills as an integral part of the content and objectives of the school's curriculum.
- Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum.
- Provides instruction in the use of technology to access information outside the library media center, including the use of commercial databases.
- Uses a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources.
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults.
- Encourages students to read for pleasure and motivates their reading through a variety of methods.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Oklahoma school library media certification.

Supervisory Responsibility:

- Supervises library teacher assistant.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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